

FREDERICK COUNTY COMMISSION ON AGING MINUTES
Middletown Municipal Hall
31 West Main Street
Middletown, Maryland 21769
February 13, 2017, 1:00 PM

COA MEMBERS	DOA STAFF	EXCUSED	UNEXCUSED	GUESTS
Mary Beachley	Kitty Devilbiss	M.C. Keegan-Ayer		Amanda Crawford
Elizabeth Chung	Monica Grant	Randy McClement, Mayor		Bridget Bittner
Tom Lawler	Sue Ramsburg	Tish Raff		Cindy Kokoski
Dianne Lewis	Carolyn True	Sandra Wastler		Terry Miller
Ann McDermott				Kirstie Hamrick
Marie Reeves				Maria Donato
Leslie Schultz				Bria Loy
Bobbie Speace				Kelsie Landry
Thea Uhlig-Ruff				Shannon Baskerville
				Judy Kendro
				Angie Walsh
				Peggy Vaughn
				Michelle Day
				Rebecca DeBord
				Fran Inman
				Annie Lewis

- I. Call to Order** – Tom Lawler called the meeting to order at 1:10 pm.
Dianne is running late to today's meeting.
- II. Welcome & Introductions** – Tom welcomed all attendees. He gave a brief description of the Commission and its goals. Commission members around the table introduced themselves. Staff and guests around the room introduced themselves.

- III. **Action on the Agenda** – There will be several additions to the agenda today. The Nominating and Communication Subcommittees will both offer a report. There also will be a discussion on changes that need to be made to the by-laws and discussion on the proposed Commission handbook. There will be information on senior cottages discussed.
- IV. **Approval of Minutes** – The minutes of the January 9th meeting were approved as written. Bobbie made a motion to approve the minutes. Ann seconded the motion. All were in favor.
- V. **Frederick County Workforce Services, Michelle Day, Director** – Tom introduced Michelle Day who is the Director of Workforce Services and here today to speak about services offered through this County agency. Michelle brought some handouts which she distributed. This agency is located on Spectrum Drive in Frederick and has multiple partners such as Retired and Senior Volunteer Program (RSVP), Dept. of Rehabilitative Services (DORS), and Dept. of Social Services. The group is part of a nationwide system which offers one stop job service. Some of the training services they offer are job search skills, basic computer skills, how to navigate job sites. They work directly with local businesses and host hiring events. They also have professional resume writers and resume workshops. They have a senior employment program for citizens 55 and older. Their goal is to help people gain employment so they assist with printing and faxing when needed. They can pay for bus passes if that is a barrier to employment. They are able to help pay for some trainings when a specific certificate is the goal. It really depends on what the individual's needs are to gain employment. They offer individualized assistance based on eligibility. This includes a one on one career coach who helps develop employment goals/plans. They have many tools which provide access to job announcements which includes job search websites. They work with staffing firms (temp agencies) to connect people to employment opportunities. They would like to increase outreach since not everyone can get to their location. They have brought information to the senior centers in the past. Income is not a disqualifier to obtain services, but service needs are prioritized so those needing the most assistance can receive services. They serve approximately 80-100 people in the building on a daily basis. Generally in total programming, they currently have 450 participants/caseloads with people coming in and out of the various programs. Workforce services has a youth program with summer employment programs. Frederick Community College provides most of the training and certificate program education.

Mission Moment – No mission moment scheduled for today's meeting.

- VI. Update on DoA/Activities, Carolyn True** – Carolyn shared information about a recent MoU (Memorandum of Understanding) the Department has established with Marie Reeves, RSVP volunteer. The Commission has expressed an interest in the phone calls that come into the center and what happens to those calls/how are they resolved. Marie will be tracking calls that come into the department and their outcome. This will be starting soon.

Carolyn distributed a spreadsheet that has been developed to keep track of MoW clients and the related statistics. Clients may receive their meals via the MoW program or the HDM (home delivered meal) program. Carolyn stated the cost of the meal is determined by the vendor providing the meals.

Carolyn spoke about the proposed Friendly Visitor program which is anticipated to begin in the future. The difficulty is having staff available to supervise all the volunteer visitors. There were some questions about this program and its status.

Monica Grant, Director of Citizens Services, spoke about how personnel and initiative requests are handled currently in County government. Carolyn makes budget requests known to Monica who then delivers them to the County Executive. The focus right now is on initiatives suggested by the Seniors First report. Most of the recommendations passed on to the County Executive are based on this report. Monica would be happy to answer questions regarding this matter. Carolyn stated that the Maryland Department of Aging does have an Ombudsman certification training program. The program is about six months long and gives participants an opportunity to work with their local Department of Aging. Tom suggested that it would be a good idea to have a report from Monica on the Senior First implementation added to the agenda for the monthly meeting. Monica agreed that she would be available to talk at the monthly meetings whenever needed. It becomes difficult when multiple groups are working on senior issues without considering other groups. Each group has their own agenda and priorities. Right now the Seniors First report has priority with the new initiatives viewed by the County Executive.

One of the initiatives from the Seniors First report that County staff are working on is a partnership with the Parks and Recreation Division to collaborate on efforts for programs for active adults. There are now senior center activities/fitness programs offered in the

Recreator guide. Currently the programs referenced are located in the Frederick and Emmitsburg Senior Centers.

Another outcome of the work with the Senior First report is a request from Monica to review staff positions that are tied to grant monies and to explore the options of opening those funds to other essentials. Carolyn has completed a staff analysis to provide this information. Monica will be sharing this with the County Executive. The Senior First report has advised that the Department of Aging be rebuilt from the ground up. This will require a close look at staffing and grant funding flexibility. There may be restrictions on how the grant money can be spent. The Department has 26 different funding streams.

VII. Public Comment – Judy Kendro thanked members of this Commission for having these meetings where seniors can attend and be a part of the process. She stated that she enjoys going to the Frederick Senior Center and she finds it a warm and inviting atmosphere. She suggests that there is not enough housing options for seniors who are of an average income. There are options for higher and/or lower income, but not so much for those in the middle. She asks why builders are not accommodating this population.

Angie Walsh spoke about housing issues as well. She and her husband would like to sell their home and downsize but find their options extremely limited for their needs in Frederick County. Leslie Schultz suggested perhaps having a local builder attend a monthly meeting may be helpful.

Fran, nursing student, suggested it would be a good idea to provide some of the Workforce Services brochures/information at the local senior centers.

Tom provided a written note from Dottie Engle who was unable to attend today's meeting. Dottie suggested that Middletown needs housing options for seniors in the lower/middle income range. There are some options in Frederick, but not in every part of the county.

Amanda Crawford added that she has talked with the manager at Seton Village and Lincoln on the Park and their builder is aware of the need for more subsidized senior housing.

Shannon Baskerville suggested that seniors who have properties collaborate with other seniors who have similar needs.

VIII. Old Business –

- IX. 2017 Initiatives, Dianne Lewis** – Dianne stated that the Commission would like to take a stand on some specific initiatives and try to have a solid effect on these issues. The initiatives are 1 – nursing homes, 2 – Meals on Wheels, 3 - communication with seniors, and 4 – condition of senior centers. The Commission will work on ways to start advocating by gathering data using a survey and they hope to utilize college students to help with the survey. There was some discussion on the topic of how to access the most current nursing home quality survey results. The next work session will be held on February 21st to continue to discuss work on these four initiatives. There should be discussion on what information is already available and what are other senior groups working on. These initiatives are outside what the current subcommittees are working on. There was a question about what is being done with the Seniors First currently and if the Commission could assist with the work being done. Monica stated that the first priorities are being addressed and progress is being made on these issues. The analysis of senior centers will begin in July and will incorporate opinions of the community.

Changes to the By-Laws (added to the agenda), **Dianne Lewis** – The County Attorney looked over the by-laws and there are some changes which can be made to the by-laws to be approved by this Commission. In Article 4, Section 2 can be removed because it is in conflict with Article 4, Section 4. In the portion of the By-Laws to include Article IX, Section 8, there should be a comma after the word “Recording Secretary” prior to the parenthesis section. The entire portion within and including the parentheses should be removed. The words “notification must be given” should come before “two (2) business days” in that same sentence. The last change is in Article XI, the language regarding approval by the County Council will be removed; however the approval by the County Executive will stay. Tom made a motion that all three changes be approved as advised. Elizabeth seconded the motion. All were in favor.

Commission Handbook (added to the agenda), **Dianne Lewis** – Dianne that she stated she will be adding a link to the Older American Acts to the handbook. It is a sixty page document. There was a question regarding the criteria on how many members need to be on the subcommittees. There was some discussion on the membership of the subcommittees. Dianne asked that members send any comments/concerns/recommendations via email before next month’s meeting and this will be discussed at a future meeting.

- X. Nominating, Bobbie Speace** – There is an annual requirement to nominate a Chairperson and a Vice Chairperson. Bobbie made a recommendation to nominate Dianne Lewis as Chairperson and Tom

Lawler as Vice Chairperson. There was no discussion and all were in favor. Bobbie stated that it has been a busy month for the Nominating Committee and there was a lot of interviewing for the three open spots. The three nominees are all here today; Cynthia Kokoski, Alorin Harris, and Terry Miller. Bobbie introduced all three and gave a brief bio on each. Bobbie made a recommendation for these names to go forward to the County Executive for approval. All were in favor.

Senior Cottages (added to the agenda), **Leslie Schultz**– Leslie sent out information (via email) regarding these senior cottages which is a new way of thinking about housing for seniors. The Frederick County Housing Trust will be presenting one of these homes at the Frederick Home Show. Supporting Older Adults with Resources (SOAR) will be taking applications for citizens who would like to have this cottage placed on their property. The deadline for applications is February 20th.

Health, Mary Beachley – Mary stated that this committee continues to work on their fall prevention campaign flyers. They finalized the content of the Winter Falls flyer and it was sent for reformatting. They have completed a draft of the medications related flyer. The topic for March will be outdoor chore safety. The biggest obstacle is how to get this information distributed to the community. Mary was contacted by the *Senior Living* newspaper and the hope is to get the information added to an article there. She is looking for some help with the printing of the flyers. Terry Miller stated that the *Catoctin Banner* is interested in the information also.

Aging in Place and Community, Thea Ruff – Thea stated that this group is finishing the self-evaluation questionnaire. They put together measureable objectives in the community. They are ready for the Commission to give approval of the questionnaires and the slide presentation. They need to find access to projectors for the presentations. Dianne stated that the Chairs of the subcommittees will be getting together and reviewing the information and making a decision to bring to the Commission.

Communications (added to the agenda), **Marie Reeves** reporting for **Sandra Wastler** – Marie Reeves reported that this subcommittee is eager to get the Commission handbook finalized. They would like to have all feedback from Commission members by this Friday,

March 17th. The email suggestions should be sent to Dianne and she will meet with Marie.

Approval of Subcommittee Reports – Dianne made a motion for all subcommittee reports be approved. Leslie seconded that motion. All were in favor.

XI. Announcements – The next Commission advocacy meeting is scheduled for February 21st at the Chamber of Commerce. Please be there or send an email with your perspective. The Executive Committee meeting will be on February 28th at 9:30am. The next Commission meeting will be held at the Thurmont Library on March 13th.

XII. Adjournment -
Dianne thanked everyone for attending today's meeting. The meeting adjourned at 3:20 pm.

Respectfully submitted,

Susan M. Ramsburg
Recording Secretary